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MINISTRATIVE - INTERNAL USE ON

OL/NBPO Weekly Report - Period Ending 25 September 1984

1. Progress Reports on Tasks Assigned by the DCI/DDCI:

Nothing.

2. Items or Events of Major Interest That Have Occurred During the Preceding Week:

New Building Project

- a. The 1,300 space temporary parking lot is nearing completion and is scheduled to be turned over to the Agency for employee use on 1 October. The lot will be accessible from the George Washington Parkway entrance, the north ring road, and from a roadway off Turkey Run Road. *(JW)*
- b. The installation of the south side chilled water lines has begun. These lines replace existing chilled water lines located in the footprint of the New Building. *(N)* *for office layouts designed in the New Building*
- c. The fit-up effort is due to begin during October. *This is when the office layout is designed in the New Building.* The present plan is to design for the Office of Logistics, Office of Finance, and Office of Information Services first. *This* effort for these three offices should be completed by the end of November. *(JW)*
- d. The Furniture Committee held its first meeting 19 September 1984 to discuss proposed workspace standards. A representative from each of the five directorates is reviewing these standards with their offices to determine if any exceptions to these standards exists. Once the workspace standards are determined, it will then be the Committee's goal to select workstation furniture. *(JW)*

3. Significant Events Anticipated During the Coming Week:

Nothing.

Chief, New Building Project Office, OL

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